

MSIS PTA COMMITTEE DESCRIPTIONS

EXECUTIVE COMMITTEE

The executive committee shall consist of the officers of the association.

EXECUTIVE BOARD

The executive board shall consist of the executive committee, chairmen of the standing committees, Council Delegate(s), Immediate Past President (if available), Principal/Director (or his/her designee), Teacher liaisons.

ARTS IN EDUCATION

- Committee integrates Arts in Education by selecting (with Principal and teachers) programming that is brought into the school, enhancing curriculum. PTA supports the programming through its fundraising.
- Coordinate scheduling of programs with teachers and Principal.
- Attend monthly council AIE meetings.

BOARD OF EDUCATION

- Attend and report on monthly Board of Ed meetings.

BUDGET AND LEGISLATION

- Keep membership well informed of how our tax money is being spent.
- Attend budget workshops and focus groups.
- Review Legislative Bulletin.

BULLETIN BOARD

- Create a theme and decorate the PTA bulletin board, on a monthly basis, with all upcoming events.

CLASS PARENT COORDINATORS

This is a 3-chair committee, one for each grade level.

- Organize a Class Parent Welcome Tea (see district calendar) to meet all class parents (selected by the teachers) and explain their duties. **ALL CLASS PARENTS MUST BE MEMBERS OF MSIS PTA.**
- Obtain class lists and distribute them to class parents, reminding them that all lists must be kept confidential.
- Distribute 'Class Parent Guidelines' to be followed.
- Contact class parents for any events/programs in which parents are needed as well as necessary phone chains.
- 3rd and 4th Grade Coordinators will be responsible for organizing refreshments for 5th Grade Moving Up Day.
- Have a meeting with class parents prior to field days.
- Organize all food and supplies needed for field days.

COUNCIL

- Attend and report on monthly PTA council meetings.

FOUNDER'S DAY

Every year in February, Council PTA celebrates all Founders Day recipients in the district.

- The MSIS PTA Founders Day Committee solicits nominations for and selects our school's Founders Day honorees.
- The Chair is responsible for being a liaison with Council to make sure our unit turns in everything required for the Founders Day celebration.
- The Committee also is responsible for creating a basket worth \$250 or more for the Founders Day raffle. (The PTA pays for the basket or solicits donations.)

HEALTH & SAFETY

- Attend district meetings; report to members

HOLIDAY BOUTIQUE

- Create and distribute flyers.
- Coordinate sale of holiday items from selected vendor to students during scheduled times/days.
- Coordinate schedule of classes with teachers and Principal.
- Set up delivery of products with vendor and coordinate with Principal.
- Determine any additional products needed each day of the sale.
- Schedule volunteers for help/clean up when necessary.

MEMBERSHIP

- Recruit members and create incentives to boost membership
- Coordinate with the Treasurer for timely payments of dues.
- Verify all Class Parents and Committee Chairs have paid membership dues.

NOMINATING

- Solicit and review MSIS PTA officer nominations.
- Prepare slate of officers.

NUTRITION

- Promote good nutrition among students.
- Attend monthly district Nutrition meetings.
- Organize activities during Nutrition Week (see district calendar).
- Meet with Principal for approval of activities.

PHOTOGRAPHY

- Coordinate scheduling and organize classes on picture day and picture retake day.
- Distribute pictures.
- Attend PTA Council Photography meetings to choose photographer for following year.
- Have 5th Grade Class Picture framed for presentation at Moving Up ceremony.
- If applicable, coordinate orders for additional photography fundraiser.

PLANT SALE

- Select and purchase plants from local vendors.
- Create and distribute flyers.
- Coordinate delivery and set up of plants.
- Schedule classes to attend.

REFLECTIONS PROGRAM

- Coordinate with Assistant Principal on program and theme from NYS PTA.
- Create and distribute submission forms for students.
- Collect submission forms and submit selected entries to appropriate NYS PTA liaison.

SAWMILL FESTIVALS

- Arrange schedule for class entertainment, DJ, Magician, & games after school
- Purchase all necessary items, including food and prizes.
- Solicit local merchants for donations, if necessary.
- Create and distribute flyers for advertising and donation purposes.

SAWMILL ROCKS (FUNDRAISING)

- Set up and inform others about fundraising events (i.e., Hershey Park, Duck Donuts, Pizza Kits, Ice Skating, Amazon Smiles)
- Create incentives for classes/teachers

SCHOLARSHIP

- Work with PTA Council to help raise money for the scholarship fund.

SCHOOL BASED MANAGEMENT TEAM (SBMT)

- Attend meetings
- May not sit on any other SBMT in the district.
- May not be employed by the district.

SCHOOL STORE

- Create schedule of sale dates, during lunch periods, for approval from Principal.
- Send out sign up sheets during PTA meetings and Open House for volunteers needed.

SEPTA

- Attend all SEPTA meetings and report at MSIS PTA meetings to foster a better understanding between MSIS and SEPTA.
- Responsible for the collection and distribution of all SEPTA fundraisers.

SPIRITWEAR (CLOTHING)

- Responsible for all the sales of MSIS spirit wear clothing sales.
- Organize and distribution
- Set up tables at all appropriate events to sell Spirit Wear.

STUDENT DIRECTORY

- Compile and type all students who wish to be listed in the directory.
- Maintain parental/guardian permission slips for one year.
- Submit to PTA President and Principal for approval before copying.

TALENT SHOW

- Make all arrangements for show; responsible for total production of show.
- Arrange for parent meeting to review Talent Show Guidelines.
- Create and arrange schedule of practice times for students

TEACHER APPRECIATION (STAFF RECOGNITION)

- Organize luncheon for all staff members in faculty lounge.
- Obtain donations from parents.

YEARBOOK

- Compile and organize yearbook with yearbook company.
- Collect pictures to be included in yearbook from district and grade level photographers.
- Create flyer and advertise for yearbook sales.